Approved For Release 2005/11/21 : CIA-RDP70-00211R000500160003-5

SECRET

Rec mgmt 3-3-2

Chief, Logistics Services Division

ATTN : Chief, Building Services Branch

Chief, Supply Division, OL

26 DEC 1963

Filing Cabinets

25X1 REFERENCE: [redacted]

1. As you are aware, funds for the procurement of furniture and equipment for Headquarters elements are extremely limited. During the past few months there has been an ever increasing demand for the two-drawer Mosler filing cabinets which are used with the 30 x 30 and the 30 x 66 top assemblies. This increased demand is questionable considering the provisions of para 2b, [redacted]

25X1

2. If issuances continue at the present rate, stocks will be completely depleted in approximately one month. Strict control appears to be the only alternative at this time. Effective this date, all requisitions for 2, 4, and 5-drawer combination lock type filing cabinets should be accompanied by a memorandum citing full justification and approval by the Administrative Officer and the Area Records Officer of the specific component.

25X1 [redacted]

CONCURRENCE: [redacted] Records Management Staff

Dec 1963
Date

Distribution:
Original & 1 - Addressee
1 - OL/LSD/BSB
1 - OL/SD/DSCB
1 - OL/SD/CB
1 - OL/SD/SSCB (Official)
1 - Records Management Staff

25X1 OL/SD/[redacted] (13 December 1963)

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